



**Federal Aviation  
Administration**



# FEDERAL AVIATION ADMINISTRATION

OE/AAA<sup>®</sup>

**UAS Civil COA**

**EXTERNAL USER GUIDE**

**Prepared by**

**CGH Technologies, Inc.  
600 Maryland Ave., SW Suite 800W  
Washington, DC 20024**

All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



Version Control Table

Version No.	Date	Purpose / Changes	Author
1.0	01/29/2015	First version	CGH Technologies Inc.
1.1	04/30/2015	2Q15	CGH Technologies Inc.
2.0	10/31/2015	4Q15	CGH Technologies Inc.



Change Control Table

Version No.	Date	Purpose / Changes	Author
1.1	04/30/2015	Added 15 business Day Rule	CGH Technologies Inc.
1.1	04/30/2015	Changed Petition references to COA	CGH Technologies Inc.
1.1	04/30/2015	Added Civil COA Reports: Monthly / Accident / Incident	CGH Technologies Inc.
1.1	04/30/2015	Removed the "Add/update Proponent Information" Link from the Application Form	CGH Technologies Inc.
1.1	04/30/2015	Added Text to Point to the Add New Proponent Link from Side Navigation	CGH Technologies Inc.
1.1	04/30/2015	Added a button to populate the "Lost Link Point" and "Flight Termination Point" Data	CGH Technologies Inc.
1.1	04/30/2015	Added Upload JPEG and TIFF Formats along with pdf for VFR and IFR Charts	CGH Technologies Inc.
1.1	04/30/2015	Added Enhancements to the Add/Update Proponent page	CGH Technologies Inc.
1.1	04/30/2015	Added Changes to Help Tips	CGH Technologies Inc.
2.0	10/31/2015	Added Update Civil COA External User Profile	CGH Technologies Inc.



## Contents

<b>Welcome.....</b>	<b>6</b>
<b><i>Getting Started</i>.....</b>	<b>7</b>
Computer .....	7
Software .....	7
Browser .....	7
Clearing Browser Cache.....	7
Pop-up Windows.....	8
<b>Using the UAS Civil COA System .....</b>	<b>9</b>
<i>User Registration</i> .....	9
New User Registration .....	10
<i>Existing Users</i> .....	11
Forgot Your Username .....	11
Forgot Your Password.....	11
Help .....	11
<b>Navigating the UAS Civil COA Site .....</b>	<b>12</b>
<i>UAS Civil COA Home Page</i> .....	12
<i>UAS Civil COA Login Page</i> .....	12
<i>UAS Civil COA Portal Page</i> .....	13
UAS Civil COA Navigation links: .....	14
Proponent .....	14
Add New Proponent .....	14
<b>My COAs.....</b>	<b>17</b>
<b>UAS Civil COA eFiling.....</b>	<b>18</b>
UAS Civil COA Case Functionality .....	18
UAS Civil COA eFiling .....	18
<i>Create a New UAS Civil COA Application</i> .....	18
FAA UAS Civil COA Request.....	19
FAA UAS Civil COA Request fields.....	21
Proponent Information.....	21
Declarations.....	21
Aircraft System .....	22
Performance Characteristics.....	22
Operational Information .....	23
Operations Area (Attach VFR Chart with Coordinates) .....	23
Air Traffic Communication.....	24
Procedures.....	25



Lost Communication Procedures.....	26
Observer.....	26
<b>Upload PDF/JPEG/TIFF File for IFR/VFR charts.....</b>	<b>27</b>
<b>UAS Civil COA Reporting.....</b>	<b>29</b>



## Welcome

Thank you for using the UAS Civil COA System. *OE/AAA UAS COA* is a public Web site provided by the Federal Aviation Administration (FAA) UAS integration Office at <https://oeaaa.faa.gov/oeaaa/external/uas> .

The UAS civil COA Web site enables individuals and organizations prior to commencing UA operations, to apply for a civil Certificate of Waiver or Authorization (COA) from the FAA. The site will allow you to easily notify the FAA of your intent and proposed UAS activity. This, in turn, allows the FAA to efficiently evaluate and determine the impacts of these activity(s) on the National Airspace System (NAS) under Title 14 of the Code of Federal Regulations (CFR).

The UAS civil COA External User Guide is a tool designed to facilitate the use of the online UAS civil COA Web site for individuals and organizations seeking to adhere to the FAA Modernization and Reform Act of 2012, Public Law 112-95 FEB. 14, 2012, Section 333. This guide will enable proponents to apply UAS Civil COA submission(s) effectively by use of the Web site. The Guide provides instructions for how to log on and log off the system, quickly self-evaluate planned submittal activities, and filing of UAS civil COA applications to the FAA. Information on how to update and self-administer proponent information in your online account is also contained in this document.



## ***Getting Started***

### **Computer**

To use the UAS civil COA System, you need to have a suitable computer with necessary software installed and properly configured.

- Hardware processing speed no less than 1GB of RAM.
- Internet connection (dial-up is not recommended).

Some smart phones can run the UAS civil COA Site, but may not be able to access all the functions.

### **Software**

- Adobe Acrobat Reader is required to view documents on the website.

### **Browser**

Internet Explorer, Mozilla Firefox, or other popular browsers are suitable with the UAS civil COA Web site. Some browser/computer combinations, however, might require special configurations.

### **Clearing Browser Cache**

Please clear your computer cache.

In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your computer's hard drive in an area called "cache". The cache contains a kind of travel record of the items you have seen, heard, or downloaded from the Web, including images, sounds, Web pages, even cookies. Typically these items are stored in the Temporary Internet Files folder of your computer.

When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed. If you're experiencing problems like long waits while your computer boots up, or long waits in calling up web pages, it may be because you need to clear your Temporary Internet Files.



## Pop-up Windows

The OE/AAA System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the UAS civil COA site (<https://oeaaa.faa.gov/oeaaa/external/uas>) to the "white list" of sites for which your browser will always allow pop-ups.





## Using the UAS Civil COA System



### User Registration

- You must register to have an account created in the UAS civil COA System.
- When registered, you'll be able to file a UAS civil COA application request online to the FAA.

Below, step-by-step instructions are given to register as a new UAS civil COA user and create an online e-File account:

- Go to <https://oeaaa.faa.gov/oeaaa/external/uas>.
- Click the link "New User Registration" on the left side of the page under UAS eFiling.
- Follow the instructions to fill in all required information to create a UAS civil COA e-File account, **"UAS civil COA Login."**

**NOTE:** when registering or creating a new account you must:

- **Create a Valid User Name:** A *valid* username is at least 4 characters long and may contain letters, numbers, or the following special characters (- \_ @ .) and "spaces" are allowed in a username.
- **Create a Valid Password:** A *valid* password is at least 8 characters long and contains one letter, one number, and one special character (e.g., bu1ld!t, con\$truct1on, @ntenna5).



## New User Registration

### New User Registration

- Please populate the form below and accept the Restriction of Liability Statement in order to register.
- A **valid Username** is at least 4 characters long and may contain letters, numbers, or the following special characters ( - \_ @ . ). No spaces are allowed in a Username.
- A **valid Password** is at least 8 characters long and contains one letter, one number, and one special character (e.g., Fly2\*High, gllDer\$77, @ntenna#5).
- Required fields indicated with \*

The form contains the following fields:

- \* First Name: [text box]
- \* Last Name: [text box]
- \* Email Address: [text box]
- \* Username: [text box]
- \* Password: [text box]
- \* Retype Password: [text box]
- \* Phone Number: [text box] [text box] [text box] ext [text box]
- Fax Number: [text box] [text box] [text box]
- Organization/Company: [text box]
- \* Address 1: [text box]
- Address 2: [text box]
- \* City: [text box]
- \* State: [dropdown menu]
- OR-
- \* Non-US State: [text box]
- \* Country: [dropdown menu, currently showing United States]
- \* Zip / Post Code: [text box]

- **Understand and Accept the Restriction of Liability Statement:** At the bottom of the page, read and accept the mandatory Restriction of Liability Statement. Follow these steps:
  - Click **Submit** to accept the Statement. The *Successful Registration Confirmation* page opens to confirm the registration.
  - After registration, you can begin using the UAS civil COA site, click **Submit** to go to the UAS civil COA Portal.

**Restriction of Liability Statement**

The FAA makes no claims, promises, or guarantees about the accuracy, verification of the set-up of user accounts, completeness, or adequacy of the contents of this website and expressly disclaims liability for errors and omissions in the contents of this website. No warranty of any kind, implied, expressed or statutory, including but not limited to warranties of non-infringement of third party rights, title, merchantability, fitness for a particular purpose and freedom from computer virus, is given with respect to the contents of this website or its hyperlinks to other Internet resources. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by FAA.

☐ I accept the above statement.

**Submit** **Cancel**



## Existing Users

Below, step by step instructions to manage your accounts are given:

- Click Login to enter the UAS civil COA system.
- Click the Logout link to Log Off.
- Enter your UAS civil COA system Username and Password.
- Click **Submit** to go to the UAS civil COA *Portal* page.

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

→ Username:

→ Password:

→

OE/AAA Support Desk  
Phone: 202-580-7500  
Email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com)

## Forgot Your Username

If you forget your username, select the **Forgot My Username** link. Enter your email address and last name and then select the **Submit** button. The system will send you an email with your username so you can regain access to the system.

## Forgot Your Password

If you forget your password, select the **Forgot My Password** link. Enter your username and last name and then select the **Submit** button. The system will send you an email with password reset instructions so you can create a new password and regain access to the system.

↙ ↘

[New User Registration](#) | [Forgot my Username](#) | [Forgot my Password](#)

Username:

Password:

## Help

If you need assistance using the system, please contact the Support Desk at (202) 580-7500, or via email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com).



## Navigating the UAS Civil COA Site

### UAS Civil COA Home Page

UAS Civil COA Home Page

FAA.gov Tools: [Print this page](#)

UAS Civil COA

Getting Started - UAS Civil COA Desk Reference Guide

Petitioning for Exemption under Section 333 and UAS COA

After receiving an exemption under Section 333, petitioners should apply for a civil Certificate of Waiver or Authorization (COA). The COA process makes applicable FAA Air Traffic Control facilities aware of proposed UAS operations, and provides the FAA the ability to consider airspace issues unique to UAS operations.

NOTES:

- The FAA requires a reasonable amount of time to process a COA. Whenever possible, all efforts are made to handle COA requests expeditiously. The FAA will endeavor to process civil COA applications within sixty (60) business days (excludes federal holidays and weekends). Please note that the timeframe for processing a civil COA application can be impacted by the type of operation that is requested.
- The COA application process is separate from the petition for exemption process.
- The Federal Registry Docket number is not an exemption number granted to a petitioner.
- Both the COA application and the petition for exemption should be submitted under the same name/company name.
- Questions about the Section 333 process should be directed to [333exemptions@faa.gov](mailto:333exemptions@faa.gov).

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help

Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip

### Note: COA Processing

The FAA requires a reasonable amount of time to process a COA. Whenever possible, all efforts are made to handle COA requests expeditiously. The FAA will endeavor to process civil COA applications within fifteen (15) business days (excludes federal holidays and weekends). Please note that the timeframe for processing a civil COA application can be impacted by the type of operation that is requested.

### UAS Civil COA Login Page

UAS Civil COA Login Page

FAA.gov Tools: [Print this page](#)

UAS Civil COA Login Page

New User Registration | [Forgot my Username](#) | [Forgot my Password](#)

Username:

Password:

[Submit](#)

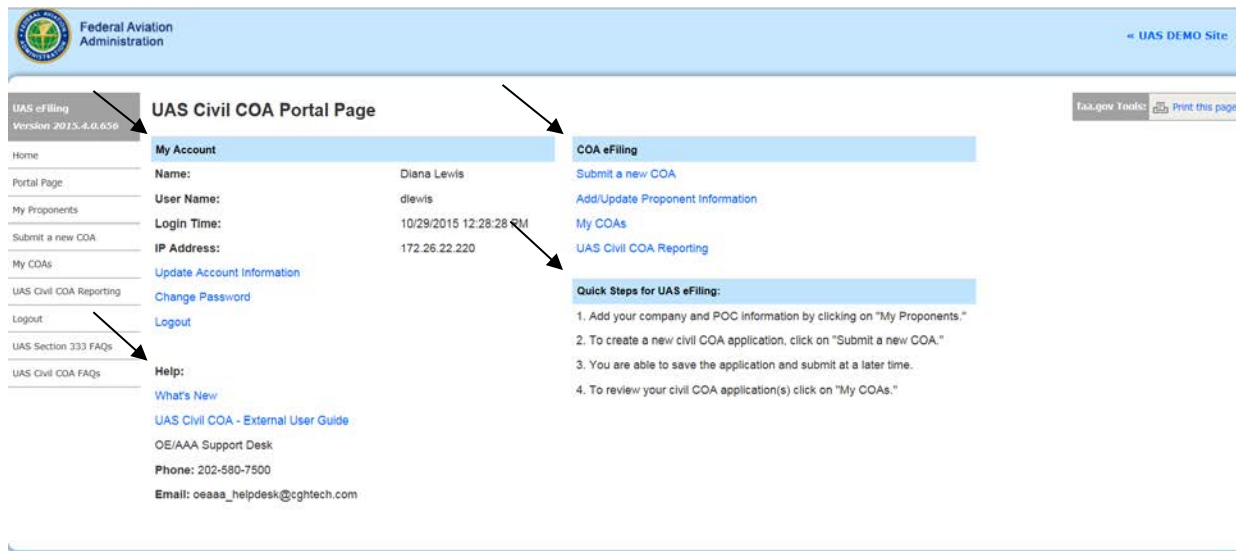
Privacy Act Statement (5 U.S.C. § 552a, as amended): AUTHORITY: The FAA is responsible for issuing a determination based on extensive analysis completed in accordance with 49 United States Code (USC) Sections 44718 & 47101. Title 14 of the Code of Federal Regulations (14 CFR), parts 77 & 157 authorizes FAA to collect this information. PURPOSE(S): FAA will use the information provided to administer the Aeronautical Study Process. ROUTINE USE(S): In accordance with DOT's system of records notice, DOT/ALL 16 Mailing Management System and DOT/FAA 826 Petitions for Exemption, Other than Medical Exemption-Public Dockets, the information provided may be disclosed to officials within the Federal government and the public in general. DISCLOSURE: Provision of the requested information is voluntary; however, failure to furnish the requested information may result in an inability of the FAA to process the notice or administer the aeronautical study process for the construction, alteration, activation or deactivation proposed.

OE/AAA Support Desk  
Phone: 202-580-7500  
Email: [oeaaa\\_helpdesk@cghtech.com](mailto:oeaaa_helpdesk@cghtech.com)



## UAS Civil COA Portal Page

Each time you login to <https://oeaaa.faa.gov/oeaaa/external/uas> , the *UAS civil COA Portal* page appears. The *UAS civil COA Portal* page shows one clear and concise layout that makes it easy for you to operate within your account.



The navigational Sidebar is located on the left side of all screens within your eFiling account. The Sidebar provides links to help you go directly to frequently used system functions

1. UAS civil COA links help you file and manage your cases.
2. UAS civil COA account links help you manage updates to your profile.



## UAS Civil COA Navigation links:

Home - Clicking this link will bring you to the UAS civil COA home web portal.

Portal Page - Clicking this link will bring you back to your UAS civil COA portal page.

My Proponents - Clicking this link will open the UAS civil COA application screen.

Submit a new COA - Clicking this link will open the UAS civil COA application screen.

My COAs - Clicking the My COAs link takes you to a page that lists UAS civil COA application cases filed using your account.

UAS Civil COA Reporting - Clicking this link will bring you to a page that lists UAS Civil COA Reports.

Logout - Click the Logout link to log out of the UAS civil COA System.

UAS Section 333 FAQs - Frequently asked questions about the Section333 process.

UAS Civil COA FAQs - Frequently asked questions about the UAS Civil COA process.

## Proponent

The applier of an application for a UAS civil COA using the online UAS civil COA system.

## Add New Proponent

Before filing a UAS civil COA application, you must have a minimum of one proponent. As a first time user, you're required to enter a proponent before you can submit a new civil COA application case. This is only required for your first account filing, and is optional thereafter. Example: In case a third party is filing on behave of different proponents.



## Instructions:

Select the "Add/Update Proponent Information" link on your portal page to add or update a proponent.

### Add Proponent:

1. Enter your name in the "Contact Name" field
2. Enter your company name in the "Company Name" field
3. Enter your street address in the Street Address 1 field
4. Enter your street address in the Street Address 2 field if applicable
5. Enter your city in the "City" field
6. Enter your state in the "State" field
7. Enter your zip code in the "Zip Code" field
8. Enter your phone number in the "Phone Number" field
9. Enter your email in the "Email" field

### Update Proponent:

To update information for an existing proponent, select the contact name from the "Select an existing Proponent" dropdown. When the proponent data is displayed, all proponent information can be changed. After making the desired updates, valid changes are ready for submission. Select the **[Submit]** button at the bottom of the page to save your changes.

The screenshot displays the 'Add/Update Proponent Organization for UAS Civil COA Request' page. The header includes the Federal Aviation Administration logo and a 'UAS DEMO Site' link. A left sidebar contains navigation links: Home, Portal Page, My Proponents, Submit a new COA, My COAs, UAS Civil COA Reporting, Logout, UAS Section 333 FAQs, and UAS Civil COA FAQs. The main content area features a note: 'Note: To update an Existing Proponent, do not change the Contact Name/Company Name. Changing the Contact Name/Company Name of an existing Proponent will create a new proponent record.' Below this is the 'Proponent information' section. It includes a dropdown for 'Select an existing Proponent' (currently showing 'Select ONE') and a link to 'or Create a new Proponent by filling out the form below:'. The form fields are: Contact Name, Company Name, Street Address 1, Street Address 2, City, State (a dropdown menu), Zip Code, Phone Number, and Email Address. At the bottom, there is a 'Not Ready' status message: 'You must populate all required fields in order to Submit this form. Goto first required field.' and a 'Submit' button. A 'Valid' status message at the bottom left indicates 'This form is ready for submission.' and a 'Submit' button is also present at the bottom right.



### **Proponent Information**

Select an existing Proponent: [dropdown]

Or create a new Proponent by filling out the form below.

Contact Name – Enter the “Contact Name” of the proponent.

Company Name - Enter the “Company Name” of the proponent.

Street Address 1 - Enter the “Street Address” of the proponent.

Street Address 2 - Enter the “Street Address” of the proponent.

City - Enter the “City” of the proponent.

State [dropdown] - Enter the “State” of the proponent.

Zip Code - Enter the “Zip Code” of the proponent.

Phone Number - Enter the “Phone Number” of the proponent.

Email Address - Enter the “Email Address” of the proponent.

**Not Ready** -You must populate all required fields in order to submit this form. Go to first required field.


**Valid** – This form is ready for submission.

**Submit** - This button saves proponent information data.






## My COAs

 Federal Aviation Administration

« UAS DEMO Site

UAS eFiling  
Version: 2015.2.0.478

FAA UAS Civil COAs

faa.gov Tools:  Print this page

Home

Portal Page

My Proponents

Submit a new COA

My COAs

UAS Civil COA Reporting

Logout

UAS Section 333 FAQs

UAS Civil COA FAQs

Total number of cases: 2

search

COA Number	Date Created	Date Submitted	Exemption#	Docket#	Proponent Name	Status	Phase	Approved Date	Disapproved Date
DRAFT	04/05/2015		11064	2015-FAA-1234	TestWest	Draft		-	
<a href="#">2015-CSA-11136-44-333E</a>	03/31/2015	03/31/2015	11136	2015-FAA-1234	TestWest	Submitted	Admin Review Check	-	

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help

Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip

## My COAs

**COA Number** – Number assigned to each efiled UAS civil COA request. When a draft request is saved, the case number link opens the draft for editing. When submitted to the FAA, the case number link opens a read-only version of the submitted UAS civil COA request.

**Date Created** – Date a UAS civil COA application request was created.

**Date Submitted** – Date a UAS civil COA application request was submitted to the FAA.

**Exemption Number** – A numeric number unique to a determined FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

**Docket Number** – An alphanumeric number unique to a requested FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

**Proponent Name** – The applier of an application for a UAS civil COA.

**Status** – Current status of an application request.

**Phase** – Current Phase of an application request.

**Approved Date** – Date a UAS civil COA application request was approved by the FAA.

**Disapproved Date** – Date a UAS civil COA application request was disapproved by the FAA.



## UAS Civil COA eFiling

The primary purpose of the UAS Civil COA eFiling System is to allow users to submit efile COA application information to the FAA as a case for review. This section describes the main UAS Civil COA eFiling system functionalities related to filing civil COA application request cases.

### UAS Civil COA Case Functionality

The UAS civil COA Portal Page provides quick links to some of the most frequently used functionalities for the UAS civil COA site such as UAS Civil COA eFiling. You can also access these functionalities from the Navigation Sidebar.

### UAS Civil COA eFiling

To apply for a UAS civil COA, login to your account. On your UAS civil COA Portal Page, under the UAS eFiling header, select the blue **"Submit a New UAS Civil COA"** link. This will bring up the on-line UAS Civil COA request application.

### *Create a New UAS Civil COA Application*

From the UAS civil COA Portal page, you can access the UAS civil COA request application screen by clicking the **Submit a New UAS Civil COA** link located beneath the UAS eFiling header; or the **Submit a New UAS Civil COA** link located on the Navigation Sidebar. Complete each section according to the instructions below.

**Important:** You must complete all required fields (indicated by a red outline of the field) to successfully save your UAS civil COA application. Missing data will result in a "Not Ready" indication message at the bottom of the UAS civil COA application screen. When fields are correctly filled in, the field outline is no longer displayed in red. When all required fields are completed, a green "Ready" indication message is displayed at the bottom of the UAS civil COA request application screen.

**Saving an application does not submit the UAS Civil COA request to FAA.**



## FAA UAS Civil COA Request

Federal Aviation  
Administration

UAS eFiling  
Version 2015.2.0.478

[Home](#)  
[Portal Page](#)  
[My Proponents](#)  
[Submit a new COA](#)  
[My COAs](#)  
[UAS Civil COA Reporting](#)  
[Logout](#)  
[UAS Section 333 FAQs](#)  
[UAS Civil COA FAQs](#)

FAA UAS Civil COA Request

faa.gov Tools [Print this page](#)

**Note: To Save a Draft:**

- Select the **My Proponents** link (left of this note) and create a proponent.
- Select the **Submit a new COA** link (left of this note) to open a request form; enter the Exemption # and Docket #.
- Select the Proponent Name from the dropdown
- Complete the Aircraft System section in its entirety.

**Note: COA Processing**  
The FAA requires a reasonable amount of time to process a COA. Whenever possible, all efforts are made to handle COA requests expeditiously. The FAA will endeavor to process civil COA applications within fifteen (15) business days (excludes federal holidays and weekends). Please note that the timeframe for processing a civil COA application can be impacted by the type of operation that is requested.

Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

Date

Exemption #

Docket #

**Proponent Information**

Proponent Name  To Add/Update Proponent Information use the link 'My Proponents' on the left menu

**Declarations**

The applicant acknowledges that: Whoever in any matter willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC § 2331), imprisoned not more than 8 years or both (as defined in 18 USC § 1001, 3571).

Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

**Aircraft System**

Aircraft Type

Aircraft Registration

**Performance Characteristics**

Climb Rate(Feet/Minute)

Descent Rate(Feet/Minute)

Turn Rate(Degrees/Second)

Approach Speed

Cruise Speed

Cruise Speed

Gross Takeoff Weight

Launch/Recovery



# UAS Civil COA External User Guide



Operational Information

Location

Latitude

Deg

Min

Second

N

Longitude

Deg

Min

Second

W

Horizontal Datum

NAD83

Altitude

Distance from nearest Town/City(NM)

Distance to nearest Airport (NM)

Direction to nearest Airport (Degrees)

Description of Operation

Operations Area (Attach VFR Chart with Coordinates)

Class of Airspace

☐ A

☐ B

☐ C

☐ D

☐ E

☐ G

☐ Under Mode C Veil

☐ G (With an operational ATC Tower)

Flight Conditions

☐ VFR

☐ IFR

Air traffic Communication

☐ VHF

Transmitter

☐ Yes

☐ No

Receiver

☐ Yes

☐ No

Guard (Emergency Frequency)

☐ Yes

☐ No

☐ UHF

Transmitter

☐ Yes

☐ No

Receiver

☐ Yes

☐ No

Guard (Emergency Frequency)

☐ Yes

☐ No

Procedures

Lost Link Procedures

1.How long to activate Lost Link procedure

2. Lost Link Altitude

3. Lost Link route

4 Lost Link Point

Same as Operational Information Location

Latitude

Deg

Min

Second

N

Longitude

Deg

Min

Second

W

Horizontal Datum

NAD83

5 Flight Termination Point

Same as Operational Information Location

Latitude

Deg

Min

Second

N

Longitude

Deg

Min

Second

W

Horizontal Datum

NAD83

20



Lost Communication Procedures  
Between Pilot and Air Traffic Control

Between Pilot and Observer

Observer

Line of Sight of Observer

- ☐ Yes  
☐ Other

Observer Location

Time Of Day

- ☐ Day ☐ Night ☐ Both

Transponder

- ☐ Yes ☐ Mode C  
☐ No  
☐ N/A

**Not Ready** You must populate all required fields in order to Submit this form to FAA. [Go to first required field.](#)

[FAA.gov Home](#) | [Privacy Policy](#) | [Web Policies & Notices](#) | [Contact Us](#) | [Help](#)

Readers & Viewers: [PDF Reader](#) | [MS Word Viewer](#) | [MS PowerPoint Viewer](#) | [MS Excel Viewer](#) | [WinZip](#)

## FAA UAS Civil COA Request fields

Date – Date UAS civil COA request application was created.

Docket # - An alphanumeric number unique to a requested FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

Exemption # - A numeric number unique to a determined FAA petition for exemption under Section 333 (example: YYYY-FAA-####).

## Proponent Information

Proponent Name [dropdown] - Select an existing or add/update a proponent.

## Declarations

The applicant acknowledges that: Whoever in any matter willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC Â§ 2331), imprisoned not more than 8 years or both (as defined in 18 USC Â§ 1001, 3571).

Yes No



Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov> .

Yes No

## Aircraft System

Aircraft Type – Enter the aircraft type, make and model.

Aircraft Registration – Enter the unmanned aircraft (UA) registration number (as contained in 14 CFR part 47, Aircraft Registration).

## Performance Characteristics

Climb Rate (Feet/Minute) – Enter the “Climb Rate” in feet per minute.

Descent Rate (Feet/Minute) - Enter the “Decent Rate” in feet per minute.

Turn Rate (Degrees/Second) - Enter the “Turn Rate” in degrees/seconds.

Approach Speed - Enter the speed (knots) when the aircraft is on approach for landing.

Cruise Speed - Enter maximum and minimum level flight speeds (knots).

Gross TakeOff Weight - Enter the maximum weight the aircraft can weigh and still take off.

Launch/Recovery [Free text] - How does the aircraft take-off (hand-launched, catapult launched, needs a runway, can use any flat surface, etc.). How does the aircraft land (returns to departure point and floats down, caught by net, needs runway, hard surface, etc.).



## Operational Information

### Location

Latitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N).

Longitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 80-19-7.26 W).

Horizontal Datum - Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are derived.

Altitude – Enter the altitude at which the UAS will operate (example: at or below 400ft AGL.).

Distance from nearest Town/City – Enter the distance from the nearest town/city.

Description of Operation [Free text] – Briefly describe the type of operation to be conducted (agriculture, pipeline, movie making, etc.).

### Operations Area (Attach VFR Chart with Coordinates)

Class of Airspace [checkbox] – Check the applicable airspace the UAS will operate in.

*A* - Generally the airspace from 18,000 feet mean sea level (MSL) up to and including flight level (FL) 600, including the airspace overlying the waters within 12 nautical miles (NM) of the coast of the 48 contiguous states and Alaska.

*B* - Generally Airspace from the surface to 10,000 feet MSL surrounding the busiest airports.

*C* - Generally airspace from the surface to 4,000 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower, are serviced by a radar approach control, and have a certain number of IFR operations or passenger enplanements.

*D* - Generally airspace from the surface to 2,500 feet above the airport elevation (charted in MSL) surrounding those airports that have an operational control tower.

*E* - If the airspace is not Class A, B, C, or D, and is controlled airspace, then it is Class E airspace.



G - Uncontrolled airspace or Class G airspace is the portion of the airspace that has not been designated as Class A, B, C, D, or E. It is therefore designated uncontrolled airspace. Class G airspace extends from the surface to the base of the overlying Class E airspace.

*Under Mode C Veil* - Airspace within a 30 NM radius of a Class B airspace primary airport from the surface to 10,000 feet MSL excluding the Class B airspace itself.

*G (With an operational ATC Tower)*

Flight Conditions – Check the applicable flight conditions the UAS will operate under.

VFR - ☐ - If applicable, Chart with Coordinates must be uploaded.

IFR - ☐ - If applicable, Chart with Coordinates must be uploaded.

## Air Traffic Communication

VHF – If applicable to your UAS, indicate

### Transmitter

Yes

No

### Receiver

Yes

No

## Guard (Emergency Frequency)

Yes

No





## UHF

### Transmitter

Yes

No

### Receiver

Yes

No

### Guard (Emergency Frequency)

Yes

No

## Procedures

### Lost Link (LL) Procedures

1. How long to activate LL procedure [Free text] – Time UAS is lost link before executing its lost link program.

2. LL Altitude - Altitude UAS will fly when lost link (i.e. the last programmed altitude, climb/descend to a specific attitude, etc.).

3. Lost Link route [Free text] – Describe what happens if UAS goes lost link (i.e. orbits/hovers for ## seconds then returns to launch point, proceeds direct to launch point, proceeds to a different Lost Link point, etc.).

4. Lost Link Point

Latitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N).



Longitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 80-19-7.26 W).

Horizontal Datum - Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are derived.

#### 5. Flight Termination Point

Latitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 25-47-4.75 N).

Longitude - Must be precise geographic coordinates entered in Degrees, Minutes, and Seconds to the hundredth of a second (e.g. 80-19-7.26 W).

Horizontal Datum - Select either NAD83 or NAD27. North American Datum is a reference from which latitude/longitude measurements are derived.

#### Lost Communication Procedures

Between Pilot and Air Traffic Control [Free text] – Describe the alternative method of communications between the Pilot in Command (PIC) and the Air Traffic Control (ATC) facility, if primary communication is lost (i.e. contact via cell phone, landline, etc.).

Between Pilot and Observer [Free text] - Describe the alternative method of communications between the Pilot in Command (PIC) and the visual observer, if primary communication is lost (i.e. contact via cell phone, landline, etc.).

#### Observer

*The Observer communicates to the pilot any instructions required to remain clear of conflicting traffic.*

Line of Sight of Observer – Will the UAS be operated within visual line of sight (VLOS) of the observer? If beyond line of sight, explain how contact is maintained (i.e. chase plane, daisy chain ground observers, satellite link).

Yes

Other - If the UAS is to be operated beyond VLOS, explain how contact is maintained.



Observer Location – Where will the visual observer be located in reference to the PIC?

Time Of Day – Indicate when the UAS activity is requested to take place.

Day

Night

Both

Transponder – Indicate if a transponder is to be used with the UAS.

Yes

No

N/A

Mode C

**Not Ready** - You must populate all required fields in order to submit this form.

**Valid** – The form is ready for submission.

**Save Draft** – This button saves draft application request data to the “My COAs” area of your account. Saving an application draft does not submit a UAS Civil COA request to the FAA. Drafts may be viewed from “My COAs”.

**Submit to FAA** – This button will save your data to the “My COAs” area of your account and submit your UAS Civil COA request to the FAA.

When contacting the FAA about your filing, please use the COA Number to identify your case (example 2016-CSA-2-E333).

## Upload PDF/JPEG/TIFF File for IFR/VFR charts

Flight Conditions

☒ VFR

☒ IFR

Upload VFR Chart

Upload IFR Chart

You may upload one (1) PDF, JPEG or TIFF document per flight condition (VFR / IFR) selected in the Operations Area of your draft UAS civil COA request.



## Constraints

1. Only PDF, JPEG or TIFF files may be uploaded to the system.
2. There is a 25MB file size limit

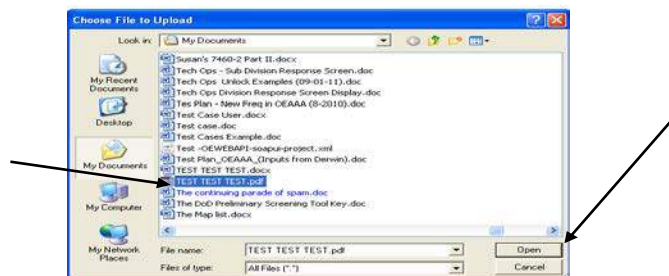
To upload a PDF, JPEG or TIFF file document from your computer, go to the **“UAS Civil COA application”** screen and select the desired Link.

The type of chart document is displayed based on your VFR/IFR selection; **[Browse]** your computer to find the file.

**Example:** Upload a PDF File – UAS Civil COA Chart Document Upload

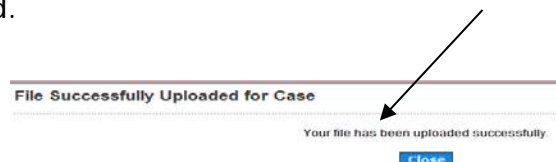
Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

**Example:** Choose a File to Upload – UAS Civil COA Chart Document



You'll receive confirmation when the UAS Civil COA Chart document is successfully uploaded.

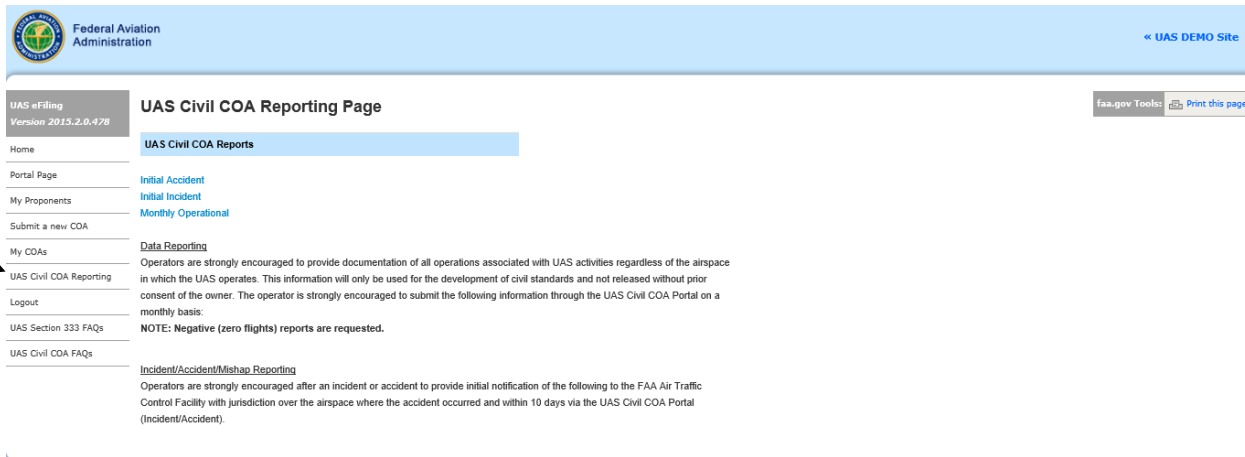
**Example:**



An uploaded Chart document is visible within your registered e-file account from links (as applicable) in the Flight Condition section.



## UAS Civil COA Reporting



### UAS Civil COA Reports

[Initial Accident](#)

[Initial Incident](#)

[Monthly Operational](#)

#### Data Reporting

Operators are strongly encouraged to provide documentation of all operations associated with UAS activities regardless of the airspace in which the UAS operates. This information will only be used for the development of civil standards and not released without prior consent of the owner.

Operators are strongly encouraged to submit i UAS Civil COA information through the UAS Civil COA Portal on a monthly basis of all operations associated with UAS activities regardless of the airspace in which the UAS operates.


**NOTE: Negative (zero flights) reports are requested.**

#### Incident/Accident/Mishap Reporting

Operators are strongly encouraged after an incident or accident to provide initial notification of the following to the FAA Air Traffic Control Facility with jurisdiction over the airspace where the accident occurred and within 10 days via the UAS Civil COA Portal (Incident/Accident).



## Initial Accident

**Federal Aviation  
Administration**

UAS eFiling  
Version 2015.2.0.42

[Home](#)  
[Portal Page](#)  
[My Proponents](#)  
[Submit a new COA](#)  
[My COAs](#)  
[UAS Civil COA Reporting](#)  
[Logout](#)  
[UAS Section 333 FAQs](#)  
[UAS Civil COA FAQs](#)

**UAS Civil COA - Initial Unmanned Aircraft Accident Report Form**  
**To be submitted within 10 business days of an accident**

[faa.gov Tools](#) [Print this page](#)

**Initial Unmanned Aircraft Accident Report Form**

Date of Accident:\* (mm/dd/yyyy)

Time of Accident:\* (hh:mm AM/PM ) Local/Zulu

COA #:\* (2015-ESA-11064-1-333E) [Pre-Populate](#)

Proponent:\* (DHS/CBP; University of Arizona)

Contact:\*

**System Information**

Type Aircraft:\* (Make / Model / Series)

Aircraft Location at Time of Accident:  
General Location

Latitude:\*

Longitude:\*

Altitude:\*

MSL/AGL:\*

Ground Control Station Type:\*

Ground Control Station Location at Time of Accident:\*

**General Flight/Mission Description**

Flight # on Day of Accident:\*

Flight Duration:\* (total # of minutes in numeric)

Total Time/Number of Flights on Aircraft at Time of Accident:\*

Flight Crew Information: \* (Crew positions involved)

Flight Details:\*

Additional Info / Comments:\*

**Description of Accident:\***

**Damage and Fix Action**

Damages and Injuries:\*

Immediate Fix Action(s):\*

Investigation Plan:\*

Email Initial Accident

Cancel

Reset

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help

Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip



## UAS Civil COA External User Guide



### Initial Incident

Federal Aviation Administration

UAS Civil COA - Initial Unmanned Aircraft Incident Report Form

UAS eFiling Version 2015.2.0.0

Home

Portal Page

My Proponents

Submit a new COA

My COAs

UAS Civil COA Reporting

Logout

UAS Section 333 FAQs

UAS Civil COA FAQs

To be submitted within 10 business days of an incident

Initial Unmanned Aircraft Incident Report Form

Lost Control Link Events

Control Link Involved: \*

Line-of-Sight or Beyond Line-of-Sight  
Ku band, C-band, etc.  
Uplink, Downlink, Both

Description: \*

Unusual Equipment Malfunctions

Description: \*

Malfunction: \*

Navigation System Failures  
Aborted takeoff or landing due to system failure  
Takeoff or Landing damage to airframe  
Fires - aircraft or control station  
Control station - infrastructure failure

Aircraft Collisions

Description: \*

(Include collision with other aircraft, persons, terrain / water, wildlife and other objects.)

Deviations from any provision contained in the COA

Description: \*

(Includes all other deviations from provisions in the COA not encompassed previously in this report.)

Damage and Fix Action

Damages and Injuries: \*

Immediate Fix Action(s): \*

Long-term Action Plan: \*

Additional Info / Comments: \*

System Information:

Type Aircraft: \* (Make / Model / Series)

Aircraft Location at Time of Incident: \*

General Location

Latitude: \*

Longitude: \*

Altitude: \*

MSL / AGL: \*

MSL

Ground Control Station Type: \*

Ground Control Station Location at Time of Incident: \*

General Flight/Mission Description

Flight # on Day of Incident #: \*

Flight Duration: \* (total # of minutes in numeric)

Flight Crew Information: \* (Crew positions involved)

Flight Details: \*

- Class of Airspace
- Phase of flight
- LRE / MCE Control: Line-of-Sight / Beyond Line-of-Sight
- ATC Communication: Line-of-Sight
- Purpose of flight
- VMC / IMC
- VFR / IFR
- Weather

Deviations from ATC clearance and/or Letters of Agreement/Procedures

Type of Deviation: \*

(Altitude increase / decrease, assigned routing deviation, etc. Also, include the magnitude of the deviation (# of feet).)

Description: \*

Email Initial Incident Cancel Reset

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help


Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip



## UAS Civil COA External User Guide



### Monthly Operational

**Federal Aviation  
Administration**

UAS eFiling  
Version: 2015.2.0.4/2015.2.0.4

UAS Civil COA - Monthly Operational Report Form

« UAS DEMO Site

Home

Portal Page

My Proponents

Submit a new COA

My COAs

UAS Civil COA Reporting

Logout

UAS Section 333 FAQs

UAS Civil COA FAQs

Due within 5 business days after end of reporting month

faa.gov Tools: Print this page

**Monthly Operational Report Form**

Month/Year:<sup>\*</sup>  
(mm/yyyy)

COA #:<sup>\*</sup>  
(2015-ESA-11064-1-333E)

Pre-Populate

Proponent:<sup>\*</sup>  
(DNS/CBP; University of Arizona)

Type Aircraft:<sup>\*</sup>  
(Make / Model / Series)

Total Number of Flights Conducted:<sup>\*</sup>  
(A flight during which any portion is conducted in the NAS must be counted only once, regardless of how many times it may enter and leave special use airspace between takeoff and landing.)

Total Aircraft Operational Hours:<sup>\*</sup>  
(Expressed in hours and tenths of hours.)

Total Ground Control Station Operational Hours:<sup>\*</sup>  
(Include LRE operations. Expressed in hours and tenths of hours.)

For Each Flight: Date, Flight Number (for that day), Aircraft Operational Hours, GCS Operational Hours and Pilot Duty Time per PIC:<sup>\*</sup>  
09/13/2011:  
Flt. 1j 2.0hrs; 3.0hrs; 0.8hrs PIC1, 1.5hrs PIC2  
Flt. 2j 4.0hrs; 5.0hrs; 1.8hrs PIC1, 2.7hrs PIC2  
Flt. 3j 6.0hrs; 7.0hrs; 2.8hrs PIC1, 3.7hrs PIC2

Total # of Deviations from ATC instructions and/or Letters of Agreement / Procedures:<sup>\*</sup>

Total # of Loss of Communication events (with either observer or ATC):<sup>\*</sup>

Total duration of Loss of Communication events (with either observer or ATC):<sup>\*</sup>

Total # of Lost Link events:<sup>\*</sup>  
(Control, aircraft performance and health monitoring, or communications per aircraft per flight.)

Total duration of Lost Link events:<sup>\*</sup>

Number and duration of Loss of Communication (with either observer or ATC) and Lost Link Events:<sup>\*</sup>  
List the date, event type and duration for each event; for example:  
09/13/2011; Lost Link; 1min 45sec  
09/13/2011; Lost Link; 2min 11sec  
09/27/2011; Loss of ATC Conn; 44sec

Total # of Equipment Malfunctions:<sup>\*</sup>  
(Hardware/software affecting either the aircraft or the ground control station.)

Describe any other Operational / Coordination issues:<sup>\*</sup>

Email Monthly Operational Cancel Reset

FAA.gov Home | Privacy Policy | Web Policies & Notices | Contact Us | Help

Readers & Viewers: PDF Reader | MS Word Viewer | MS PowerPoint Viewer | MS Excel Viewer | WinZip





Approved status civil COAs and civil COAs that expire or are cancelled plus 60 business days after the expiration or cancellation date can be submitted to FAA-ATO-HQ.

Based on COA number, the system auto-populates UAS civil COA data into COA safety reports. A button is located next to the COA number field of each report type. With a COA number in the field, then clicking the button, the system will validate the COA Number and if valid - auto populates specific data from the entered COA number into the applicable safety report. Below are the data fields that can be populated with this feature:

- Incident and Accident reports:
  - COA Number
  - Proponent (company name)
  - Aircraft
  - Contact
- Monthly Operational reports:
  - COA Number
  - Proponent (company name)
  - Aircraft

The system-populated data shown above is editable.

Safety reports cannot be submitted with "Other" or Unspecified" used in the Type Aircraft field. The "System Information", "Type Aircraft" field requires aircraft make/model /series.



## Frequently Asked Questions

This section gives answers to some frequently asked questions about the UAS Civil COA process:

**Q1. How do I get a civil COA account?**

A. Register at the UAS civil COA web site home page; the process including username and password creation is self-accomplished by site users.

**Q2. Is there a fee for obtaining a UAS civil COA?**

A. NO. There are no fees associated with the COA application process.

**Q3. How do I recover my Username?**

A. If you forget your username, select the Forgot My Username link. Enter your email address and last name and then select the Submit button. The system will send you an email with your username so you can regain access to the system.

**Q4. How do I recover my Password?**

A. If you forget your password, select the Forgot My Password link. Enter your username and last name and then select the Submit button. The system will send you an email with password reset instructions so you can create a new password and regain access to the system.

**Q5. If I submit a COA is that the same as submitting for a petition for exemption?**

A. The COA application process is separate from the petition for exemption process.

**Q6. What actions do I need to accomplish before applying for a civil COA?**

A. Registered your UAS with the FAA, submit a petition for exemption under Section 333 with the FAA and be able to provide the Federal Communications Commission (FCC) approval letter for your UAS or be able to show compliance with FCC requirements.



**Q7. Can I apply for a civil COA without an exemption number associated with my petition for exemption?**

A. If your exemption number is still in progress, you must include the Federal Registry docket number associated with your petition for exemption in the appropriate field. Without it you will be unable to process a civil COA application.

**Q8. Can I apply for a civil COA without the docket number associated with my petition for exemption?**

A. No. Your COA application must include the Federal Registry docket number associated with your petition for exemption. Without it you will be unable to process a civil COA application.

**Q9. I don't know my Docket number; can I use something else like TBD?**

A. A valid Docket number is required. TBD is not acceptable; you can't proceed with the application until a Docket number is available.

**Q10. Does it matter if the name/company name for my COA application is different from the name/company name submitted with my petition for exemption?**

A. Both the COA application and the petition for exemption should be submitted under the same name/company name.

**Q11. What is the impact if I disagree or don't want to answer Yes to the civil COA FOIA declaration?**

A. If you answer No to the civil COA FOIA declaration, you will be unable to apply for a civil COA. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov> .

**Q12. If I select NO to either of the Civil COA Declarations can I still submit an application?**

A. If No is selected you can't proceed with the application.



**Q13. I'm not sure what my UAS aircraft registration number is; can I apply for a civil COA without it?**

A. No. The valid aircraft registration number of your UAS is required.

**Q14. I don't know my Aircraft Registration; can I use something else like TBD?**

A. A valid Registration number is required. TBD is not acceptable; you can't proceed with the application until a valid Aircraft Registration number is available.

**Q15. What type of launch/recovery information is needed to submit a Civil COA application?**

A. Describe in detail the launch and recovery of the aircraft. How does the aircraft take-off (hand-launched, catapult launched, needs a runway, can use any flat surface, etc.). How does the aircraft land (returns to departure point and floats down, caught by net, needs runway, hard surface, etc.).

**Q16. What information do I need to provide in a Civil COA application concerning how plan to use my UAS?**

A. Briefly describe the type of operation to be conducted (agriculture, pipeline, movie making, etc.).

**Q17. What class of airspace can I submit to use in a Civil COA application?**

A. C, D, E, and G.

**Q18. Can I attach documents in a Civil COA application?**

A. Yes, you can attach VFR charts with coordinates.

**Q19. I just submitted a civil COA application for my UAS; how can I get my submittal expedited to receive my certificate of authorization?**

A. The FAA requires a reasonable amount of time to process a COA. Whenever possible, all efforts are made to handle COA requests expeditiously. The FAA will endeavor to process civil COA applications within fifteen (15) business days (excludes federal holidays and weekends). Please note that the timeframe for processing a civil COA application can be impacted by the type of operation that is requested.



**Q20. Why do I need a Civil COA?**

A. To ensure an equivalent level of UAS safety to manned aircraft operations. Usually, this entails several safety mitigations.

**Q21. Why do I need to use this site?**

A. Your information will assist the FAA in determining whether to grant relief from its regulations for your UAS. It will assist the Secretary of Transportation with determining whether to grant your UAS relief from airworthiness certification requirements under the FAA Modernization and Reform Act of 2012, Public Law 112-95 FEB. 14, 2012, Section 333.

**Q22. Who can file for a COA at <https://ioeaaa.faa.gov>?**

A. For public operation - including national, state, and local government agencies, as well as public universities - the FAA issues a Certificate of Waiver or Authorization (COA) permitting public agencies and organizations to operate a particular UAS, for a specific purpose, in a designated area.

**Q23. Is it true I need a Certificate of Waiver or Authorization (COA) to fly a civil UAS?**

A. Yes. Prior to commencing civil UAS operations, the operator will need to obtain a civil COA from the FAA.